

**PROCUREMENT NOTICE INDIVIDUAL CONSULTANT**

**Individual Consultant- Development of Website Hosting**

**P****ROCUREMENT NOTICE . No. IC/UNDP/OHCHR/ICT /2020/001**

**Date: February 9, 2020**

**Country: Liberia**

**Country:** Liberia

**Duty Station: Monrovia**

**Description of the assignment: Contract for Professional services( ICT Related)**

**Project name: OHCHR**

**Duration: 10 Working days over a period One Month**

**Starting date:** Immediate

**Contract type: Individual Consultant**

**Languages:** English

Proposals should be submitted at the following address: by email to bids.lr@undp.org (**Please include procurement notice number in the subject area-** (**PROCUREMENT NOTICE . No. IC/UNDP/OHCHR/ICT /2020/001**) when submitting. All bids should be submitted no later than **Monday 17th  February 2020 at 12:00 PM (GMT)**. Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org

UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. **Background**

The Office of the United Nations High Commissioner for Human Rights in Liberia was established in April 2018 following the signing of six-year host country agreement with the Government of Liberia.

The functions of OHCHR include: to exercise the mandate of the High Commissioner to protect and promote human rights; Contribute to national efforts in promoting respect for, and observance of human rights. OHCHR also has the mandate to observe the human rights situation in Liberia and inform authorities; provide capacity building to national institutions, CSOs, and individuals regarding promotion and protection of human rights; and prepare reports and statements as and when determined by the High Commissioner.

OHCHR has been carrying out its mandate by working under five thematic pillars: Participation, Accountability, Development, Mechanism, and Nondiscrimination.

As a new year approaches, OHCHR intends to develop its own website. The Consultant will develop and launch a website specifically for OHCHR Liberia to update the public including partners and donors locally and internationally about projects activities, share reports, success stories, and resource materials among others.

**Scope of work:**

* The technical consultant shall hold the responsibility to design and develop a website in close coordination with OHCHR Communication Officer.
* Develop website using the latest front-end technologies.
* The Consultant shall hold overall responsibility in terms of work related to the development of website as per the quality standards/requirements of OHCHR.
* Update/design the websites to make them more user-friendly, accessible and interactive.
* Design an attractive website
* Clear catalogs, attractive page layout, easy to use, update and maintain flexible navigation & search function;
* Create HTML documents and graphics for implementation on the web should be responsive.
* Make recommendations for backup/restore plan
* Orientation to staff on website maintenance and content update
* Make recommendations for software, hardware, and other back-end applications related to Web development
* Carry out the technical design, development, testing, implementation and maintenance of the website.
* Refresh Communication staff on how to use a Content Management System to ensure easy updating of data.
* Introduce innovative services such as RSS, podcasting, user comments etc.
* Provide technical backstopping as required after creation of the website, to rectify issues identified following launch.
* The above-mentioned functions and responsibilities may be realigned according to the client’s requirements for efficiency.
* The website should be dynamic and developed in any of the following language PHP, MySQL, Asp, .net, java
* The consultant/firm will be responsible to register  ( **. org** ) and host the site for about 3 years with about 99.9 uptime ( Domain name will be decided by OHCHR Liberia  )
* The website should include SSL certificate that will be provided by the developer
* The consultant/firm is encouraged to use standard web development framework for the development of the website. All theme must be licenses to UN

**Professionalism:**

* Efficient in meeting commitments, observing deadlines and achieving results
* Shows persistence when faced with difficult problems or challenges
* Demonstrates thoroughness and looks for ways to improve
* Promote quality and applies feedback to improve performance
* Monitors work to ensure quality
* Manages competing demands and changes approach or methods to suit the situation.

**Planning & Organizing:**

* Organises and accurately completes tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and reporting.
* Plans, coordinates and organises workload while remaining aware of deadlines.
* Demonstrates ability to quickly perform task.
* Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support.

**Teamwork:**

* Works collaboratively with communication staff and other staff members as maybe assigned to achieve organizational goals;
* Solicits input by genuinely valuing others’ ideas and expertise;
* Facilitates the development of communication staff competencies;

**Institutional Arrangements:**

The contractor will work in the Office of the High Commissioner for Human Rights Office in the One UN Plaza. Office space and administrative and logistical support will be provided. The contractor will use his or her own laptop.

The contractor will report to the Country Representative/ Officer in Charge/Head of Programs and Communication Officer, who will review the website, and will certify delivery.

**Technical Experience: Essential:**

* Expert programmer with demonstrated high level technical skills in C# .NET, ASP.NET and VB.NET. Knowledge of MS SQL, Visual Studio.NET, Sovelt & JSP Technologies, Java, HTML 5, CSS, Java script, MS Blend and Microsoft.NET 3.0/3.5/4.5.
* Proficient in Web Services, XML.
* Deep knowledge of CSS, HTML, AJAX and JavaScript
* Able to write clear, concise, well-commented code.
* Understanding of Internet technologies and development of distributed systems.
* Knowledge of System Design; Applications Development and Client Server systems.
* Knowledge of SQL Server and Oracle 11g.
* The consultancy firm should have minimum 5 years’ experience in developing enterprise website or web application. The consultant shall provide documented proof and references.

1. **Documents to be included when submitting the proposals:**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) Explaining why they are the most suitable for the work (1 page); detailed methodology on how they will approach and conduct the work

2. Financial proposal

3. Personal CV including experience in similar projects and at least 3 references

1. **Financial Proposal**

The financial proposal shall specify an all-inclusive daily fee. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.

1. **Evaluation**

Individual consultants will be evaluated based on the following methodologies:

*Cumulative analysis*

*Award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial*

*\* Technical Criteria; 70 points]*

*\* Financial Criteria; [30 points]*

*Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation*

**The technical revision of CVs will consider the following criteria:**

1. Relevance of Academic Qualifications
2. Professional Experience in similar projects
3. Appropriateness of proposed methodology for the requirement
4. Adequacy of Competencies and Skills for the Assignment

**ANNEXES**

**ANNEX 1-** TERMS OF REFERENCES (TOR)

**ANNEX 2**- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

**ANNEX 3** – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT